

## **Rule 5001 - 2**

### **Clerk's Office**

#### **(a) Accessibility**

The court's website at [www.waeb.uscourts.gov](http://www.waeb.uscourts.gov) is accessible for filing, submission of proposed orders, requesting hearings and general information on all days and at all hours.

- (b)** Business may be conducted in person at the Clerk's Office from 8:30 a.m. to 4:30 p.m. all days except Saturdays, Sundays and legal holidays as described in FRBP 9006(a). Arrangements to conduct business in person including emergency filings, outside of these business hours, must be made in advance.

#### **Related provisions**

FRBP 5001	Courts and Clerks' Offices
FRBP 5005	Filing of Papers
FRBP 9006	Time

GENORD 03-05	Order Establishing Standards For Electronic Filing, Signing and Verification of Documents
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**LBR 5001-2**  
**OCTOBER 1, 2008**

**Rule 5003 - 2**  
**Court Papers - Removal of**

Abrogated

**LBR 5003 - 2**  
**June 15, 2005**

## **Rule 5005-1**

### **Filing Requirements**

#### **(a) Methods of Filing**

- (1) in person by delivery to the Office of the Clerk at either West 904 Riverside Avenue, Room 304, Spokane, Washington, or East 402 Yakima Avenue, Suite 200, Yakima, Washington; or
- (2) by mail to P.O. Box 2164, Spokane WA 99210-2164 or E. 402 Yakima Avenue, Suite 200, Yakima, Washington 98901;
- (3) by electronic transmission in accordance with The General Order of the Court Establishing Standards for the Electronic Filing, Signing and Verification of Documents; or
- (4) for documents other than initial petitions for relief or complaints for adversary proceedings, by delivery to a deputy clerk in open court while the Court is in session.

#### **(b) Return of Conformed Copies**

A party filing a paper document desiring a conformed copy shall provide such copy along with the document to be filed. If the party desires that the conformed copy be returned by mail, that party must also provide along with the document to be filed a pre-addressed and stamped envelope.

#### **(c) Time of Filing**

The time of filing of a document is the local time when the document is received by the court either conventionally or electronically.

### **Related Provisions**

FRBP 5005	Filing of Papers
FRBP 9006	Service of Motion
FRBP 9011	Signing of Papers, Representations to the Court, Sanctions, Verification and Copies of Papers
FRBP 9036	Notice of Electronic Transmission
LBR 9073-1	Hearings
28 USC 152	Appointment of Bankruptcy Judges
GENORD 03-05	Order Establishing Standards For The Electronic Filing, Signing and Verification of Documents

**Rule 5005 - 2**

**Filing Papers - Numbers of Copies**

Abrogated.

## **Rule 5010-1**

### **Reopening Cases**

- (a) A motion to reopen a case may be presented ex parte, shall not be joined with a request for any other relief, except for the appointment of a trustee, and shall be accompanied by:

  - (1) a statement explaining why the case needs to be opened; and
  - (2) the appropriate filing fee, or a statement as to why a fee is not required.
- (b) Before taking any action in a closed case that requires notice and hearing to the Master Mailing List (MML), that is governed by FRBP 9014, or that may require further administration, the party taking the action shall cause the case to be reopened.
- (c) A request for the appointment of a trustee in a reopened case shall be supported by a statement as to why a trustee should be appointed.
- (d) A case shall be reopened to further administer matters involving property of the estate.

#### **Related Provisions:**

FRBP 5010	Reopening Cases
FRBP 9014	Contested Matters
11 USC 350	Closing and Reopening Cases
11 USC 541	Property of the Estate
28 USC 1930	Bankruptcy Fees

**LBR 5010-1**  
**July 3, 2000**

## **Rule 5011 - 1**

### **Withdrawal of Reference**

A motion to withdraw the reference of any case or adversary proceeding, in whole or in part, shall be filed in the Bankruptcy Court and shall not be combined with any other motions.

### **Related Provisions**

FRBP 5011	Withdrawal and Abstention from Hearing or Proceeding
28 USC 157	Bankruptcy Court Jurisdiction
28 USC 1334	District Court Jurisdiction
28 USC 1930(b)	Bankruptcy Court Fee Schedule

**LBR 5011 - 1**  
**May 1, 1996**

## **Rule 5071 - 1**

### **Continuances**

The Court may continue hearings on its own motion or by motion of a party based on an agreement of the parties, or a motion of a party after notice to opposing parties, served and filed at least three (3) days prior to the scheduled hearing. The motion shall be accompanied by an affidavit or statement under penalty of perjury stating the reasons for the necessity of the continuance. A counter affidavit or statement may be filed by the opposing party.

## **Rule 5073 - 1**

### **Photography, Recording Devices and Broadcasting**

During any proceeding over which a judicial officer of this Court is presiding, the taking of photographs, making of recordings or broadcasting of such proceeding is prohibited, except by authorized court personnel. The use of computers, cellular phones, and other equipment is governed by order of the United States District Court.

#### **Related Provisions**

USDC EDWA General Order 05-54-1

General Order Re Security and Entry into U.S.  
Courthouses and Federal Court Facilities in the  
Eastern District of Washington

**LBR 5073-1**  
**JUNE 1, 2007**